

Video Assignments

Chapman Learning Commons



Introduction

Many instructors assign video projects with the assumption that students already know how to create these types of videos. If you have an upcoming video assignment, but aren't sure where to start. We've made this quick guide here at the Chapman Learning Commons to walk you through the process of completing a video assignment!

Step 1: Brainstorming

The first step to any project is brainstorming.

Consider the content you need to include in this video assignment. In bullet points, outline the overall structure of your video, and the key information you'll be presenting. Make sure that you are following the rubric of the assignment and hitting all the requirements being asked from you.

Also consider the format. Describe what type of video you'll be making (presentation with narration, live-action film, drawing, etc.) and how your information will be shown.

Step 2: Outlining

Creating an outline can help you plan out what your video will look like before you even begin filming, which will save you time and prevent any potential reshoots. This outline can take form in two ways: a storyboard or a shotlist (or both!).

A **storyboard** will outline visually what you plan to do, the different shots, and what you want them to look like. They are like a visual script; they show shot by shot what will be going on in your video. They can either be detailed drawing or stick figures, with arrows to show character or motion, or photos that can be taken by yourself or from an external source.

A shotlist should include a shot # and a description. It can also include your shot type, camera angle, camera movement, and audio/sound that you're using. It can be as simple or as complex as you need!

Step 3: Write a script

Before beginning your script: remember that videos are visual—show don't tell. Think about what you want your video to look like before starting your script. Additionally, scripts are meant to be dialogue-friendly. Read your script out loud to see if it makes sense when spoken.

There are also many different script formats that you can pick from depending on what works best for your video. These include:

- A traditional script, which is formatted to show the location (in the scene heading), dialogue lines, and action lines.
- Presentation scripts are formatted like a general script, but you can include slide transitions and visual markers.
- For a more simplistic route, you can also use a hybrid script where you separate into two columns what will be heard via dialogue and its accompanying visuals.

No matter the format you choose, you should include in your script your content and your visuals. What will be read out loud? What will appear as text on screen, and when?

Step 4: Filming/recording

Now that you're ready to film and record the video, there are some important things to consider.

First, consider your lighting and camera work. Bright natural lighting is preferable to a dark, dimly lit place. Use a tripod to ensure stable camera work. The CLC Help Desk offers DSLR cameras and tripods so you can get as high-quality footage as possible.

Secondly, ensure clean audio. If you plan to speak while filming, make sure your voice is clear and your words are easy to understand. Either be in a quiet place or have an external mic. The CLC Help Desk offers options such as an on-camera mic if you're planning on shooting on the go, a USB mic if it's mostly just sitting down narration, or a wireless lapel mic if there are multiple people talking in one moving scene.

Consider filming in less busy locations, at quiet times of the day (early morning is great!), or booking a study room or the DIY media room to film your video.

Step 5: Edit the video

There are many editing platforms to choose from—each with their own pros and cons. For more beginner friendly, use iMovie or Capcut—both are free and simple!. A more advanced option would be industry-grade programs like Davinci Resolve, which is free, or Premiere Pro, which is not free. However, some UBC programs offer Creative Cloud subscriptions.

When editing, make sure to keep edits concise and attention-grabbing. Editing can help tighten up longer videos by cutting empty spaces.

At this step, you may also need to make additional necessary visuals. Try to include engaging graphics and limit the amount of text.

Lastly, don't forget about the audio. Clean up audio with Audacity or Adobe Podcast or other tools if necessary. Find background music from a Creative Commons archive or other free-to-use source, and ensure that your background music is not overpowering the dialogue or narration.

Conclusion

Now that you've gone through all the steps of making a video assignment, go grab that camera and you should be ready to go!

This video is one of many student toolkits created by the Chapman Learning Commons at the University of British Columbia. To learn more, take a look through our website at learningcommons.ubc.ca, or come visit our help desk on the third floor of the Irving K. Barber Learning Centre.

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